

UTILITIES SERVICE BOARD MEETING
July 8, 2019

Utilities Service Board meetings are recorded electronically and are available during regular business hours in the office of the Director of Utilities.

Board President Roberts called the regular meeting of the Utilities Service Board to order at 5:00 p.m. The meeting was held in the Utilities Service Board room at the City of Bloomington Utilities Service Center 600 East Miller Drive, Bloomington, Indiana.

Board members present: Julie Roberts, Jim Sherman, Amanda Burnham, Jean Capler, Sam Frank, and Jim Sims

Staff present: Vic Kelson, Laura Pettit, Holly McLauchlin, Phil Peden, Tom Axsom, Brad Schroeder, Michelle Waldon, Mike Hicks, Jane Fleig, Brandon Prince, Rick Dietz, Liberty Flora, Jason Wenning, Chris Wheeler, and Kevin White.

MINUTES

Vice President Sherman moved and board member Capler seconded the motion to approve the minutes of the June 24th meeting. Motion carried, 5 ayes. (3 members absent: Banach, Ehman, and Porter; 1 member late: Sims).

CLAIMS

Sherman moved and Capler seconded the motion to approve the standard claims as follows:

Vendor invoices submitted included \$251,136.26 from the Water Utility, \$274,429.70 from the Wastewater Utility, \$4,675.22 from the Stormwater Utility, \$100 from Water Hydrant Meter, and \$7,709.52 from Water Construction. Total Claims approved: **\$538,050.70.**
Motion carried, 5 ayes.

Sherman moved and Capler seconded the motion to approve the utility claims as follows:

Utility invoices submitted included \$49,454.01 from the Water Utility, \$84,030.01 from the Wastewater Utility, and \$0.00 from the Stormwater Utility. Total Claims approved: **\$132,493.92.**

Motion carried, 5 ayes.

Sherman moved and Capler seconded the motion to approve the utility claims from EDF Energy Services as follows:

Utility invoices submitted included \$1,445.23 from the Water Utility, \$5,312.09 from the Wastewater Utility, and \$0.00 from the Stormwater Utility. Total Claims approved: **\$6,757.32.**

Motion carried, 5 ayes.

Sherman moved and Capler seconded the motion to approve the wire transfers, fees, and payroll for July in the amount of \$483,116.85.

Motion carried, 5 ayes.

Sherman moved and Capler seconded the motion to approve customer refunds as follows: Refunds submitted included \$39.91 from the Water Utility, \$209.87 from the Wastewater Utility, \$0.00 from the Stormwater Utility, and \$0.00 from Sanitation. Total Claims approved: **\$249.78**

Motion carried, 5 ayes.

APPROVAL OF CONSENT AGENDA

Superintendent Kelson presented four items recommended by staff for approval:

- E&B Paving - **\$7,5956.45** - Change Order No. 1 Arlington Water Main Replacement
- Black and Veatch - **\$15,610.00** - Water Storage Tank Inspections
- Mitchell & Stark - (**\$11,007.44**) - Change Order No. 2 DRWWTP Basin Improvements
- Synthesis - **\$8000** - DRWWTP Lab Updates

As they weren't removed from consent agenda by the Board, agreements approved.

REQUEST TO AWARD BID FOR OLD STATE RD 37 WATER MAIN REPLACEMENT

Sherman moved and Capler seconded the motion to approve the award.

Motion carried, 6 ayes.

CBU Engineer Fleig presented the following bid to be considered for approval:

- Reed and Sons Construction - the base bid was quoted at \$406,910, mandatory add alternate 1 was quoted at \$174,930, mandatory add alternate 2 was quoted at \$98,535, and mandatory add alternate 3 was quoted at \$93,740. The sum of these quotes is **\$774,115**.

Wessler Engineering, the consulting engineering group for CBU, has evaluated the bids CBU received. Reed and Sons Construction was selected because they are responsible, responsive, and their bid was the lowest. Fleig suggests this bid was approximately half the amount of the other two bids CBU received, and was 35% lower than the CBU and Wessler Engineers estimate. The consulting engineer has talked with Reed and Sons, and they feel comfortable moving forward with the project. Fleig is hoping to present the agreement to the board at the next USB meeting.

REQUEST APPROVAL OF 1ST AMENDMENT TO AGREEMENT WITH WESSLER

Sherman moved and Capler seconded the motion to approve the agreement.

Motion carried, 6 ayes.

CBU Capital Projects Manager Hicks presented an amendment to the agreement with Wessler Engineering, Inc. CBU has an agreement with this firm to improve the dewatering equipment at the Monroe WTP. The original agreement was based on a design to replace nonfunctional equipment that is elevated. After the first stages of conceptual design, CBU has determined it is best to lower the equipment to be closer to the ground. This change will remove space that is currently used for sludge storage.

CBU will need to create a storage facility outside so that sludge can be hauled off at a later time. This design agreement will put CBU in the position to bid the project. **This amendment to the agreement is in the amount of \$52,500; the total agreement is not to exceed \$233,500.** The original agreement was for \$181,000.

OLD BUSINESS: None.

NEW BUSINESS: None.

SUBCOMMITTEE REPORTS: None.

STAFF REPORTS:

Jordan Smith at Dillman Road WWTP passed the Wastewater license exam.

Last year, CBU nearly missed the deadline for the City of Bloomington budget process. This year, CBU wants to be proactive; There will be a Finance Subcommittee meeting on July 22 in order to prepare for the budget hearings that are during the week of August 19. This will be a 1-hour meeting scheduled at 4 p.m. Jim Sherman, Sam Frank, Amanda Burnham are a part of the subcommittee and Jean Capler is an alternate. At this meeting, the subcommittee can talk about assumptions, but there may not be a full presentation because information about salaries is expected to come back at a later time. This will give CBU two weeks to work on amendments. The results from the Finance Subcommittee meeting will be brought to USB for approval around August 5. If board wants to delay that meeting, it can be presented on August 19 and still be ready for the budget hearing.

CBU is working with Crweo to put information together on a sewer rate case. CBU is trying to get on the council calendar shortly after the budget hearings; therefore, Kelson hopes to offer a report with proposed numbers by August 8 via email. There will be another finance subcommittee meeting on August 12 at 4 pm. There will be a full board review of the proposal on August 19. If CBU needs another subcommittee meeting, it can take place the night of the full board meeting. The council is in recess until August 28; they can take up a proposal on or after that date.

Sherman mentioned that several members agree that it might be useful to speak to Novak about the relationship between CBU, USB and City of Bloomington. Sherman gave the names of Tim Mayor and Jim Sims as good contacts. Both Pettit and Kelson discussed this with some Novak employees during the exit interview. Novak employees plan on reaching out to these contacts in addition to City Attorney Wheeler.

Kelson invited CBU ITS Director Dietz to speak about the city's Unoccupied Aerial Vehicle (UAV) policy. Dietz explained that UAVs purchased by the Innovation director were used previously at the Third St. overpass to monitor conditions during the I-69 construction process. After these uses, the city developed a policy framework to adequately respond to demands within the city and to ensure the city of Bloomington is

protecting the interests of the public. To create the policy, a UAV policy group was formed, departments and experts participated in discussion about UAVs, internal surveys were completed, and a literature review was conducted to look at cities with "solid" UAV framework policies in place. This policy outlines the uses for UAVs, the departments that are able to use them, and the constraints surrounding the use of UAVs. Dietz emphasized that the use constraints are in line with Federal Aviation Administration (FAA) constraints.

Dietz mentioned that if UAVs are used for multiple purposes by many departments, it is possible that each department will purchase them separately rather than pooling from 1 or 2 previously purchased by the city. The results of the first survey suggest that approximately 70 staff members expressed an interest in using the UAVs to complete work duties. While Dietz does not believe this many staff members will use the drones, their interest indicates they will directly benefit from the use of UAVs. The city will release BMPs involving the use of UAVs given the limited number currently in operation.

Board member Sims asked if there is a process to authorize users. Individuals must be certified to use it. For example, neither the fire department nor the police department has used the UAVs, but there are individuals who have the pilot license. Roberts asked who pays for the license to operate the UAV; Dietz said current CBU training policies will guide that decision. CBU needs to pick the activities for which the UAVs will be used in order to address the licensing issue. The particular uses at CBU include visual inspections on towers rather than having someone climb the towers. Kelson mentioned that stormwater inspections are also possible.

Capler mentioned that the operation guidelines suggest operators can't fly UAVs into controlled air space, which includes air within 4 miles of the Monroe County Airport. Capler asked if there is there a system in place to know where the boundaries are. Dietz said unless you are on the far east side of Bloomington, you are in FAA airspace. If someone has a plan to fly the UAV, they need to notify the tower at the airport, which is run by FAA. It will be the responsibility of the pilot to notify the tower. This rule will be listed in a process document. Board member Burnham asked if the City of Bloomington will need to work with IU, since they are such a big presence in Bloomington. Dietz said he is not aware of formal policies that regulate their airspace, meaning it is not currently an issue. Sims asked if each UAV will be tracked via GPS. Dietz said if you want to program some constraints, like to avoid airspace, you can use GPS; there will also be a log of location if necessary.

Capler asked about how the policy framework established privacy. Dietz suggested the City of Bloomington does not want to go beyond the reasonable uses that are outlined in this document so that the community's privacy needs are met. That being said, another provision is that police and fire officers can use a UAV for any lawful activity that is a court order or a warrant. Capler suggested the policy created the notion that every effort will be made to keep drones in the streets and other public areas. Dietz said there may be utility issues may cause the drone to enter airspace above private

property, but the aircraft will not be close to the ground and individuals will not personally be filmed.

The units are not large, so there aren't good ways to mark them so that people can identify them. The City of Bloomington plans to use barcodes. The cost to purchase a UAV depends on the type of devices you connect to the UAV. This range starts at less than \$500 and can be in excess of \$3000. \$1500 is expected to be the total investment of hardware to get robust and usable hardware over a reasonable lifetime. UAVs will be considered on the next budget cycle.

PETITIONS AND COMMUNICATIONS: None.

ADJOURNMENT: Sherman moved to adjourn and the meeting was adjourned at 5:32 p.m.

Julie Roberts, President

DATE